

**KHALSA MONTESSORI SCHOOL  
ELEMENTARY CAMPUS LATE PICK-UP POLICY 2018-19 SCHOOL YEAR**

Students should be picked up promptly from school after the end of the school day or an extra-curricular class. The school provides for a ten minute grace period after the end of the school day for student pick-up. The school asks parents, guardians, and caregivers to be mindful of the extra burden placed on school when students need to be supervised after this grace period.

School dismissal on full school days is:

Lower Elementary 3:00pm

Upper Elementary 3:15pm

Grace period for full school days and release after extra-curricular activities: 10 minutes

School dismissal on early release days EXCEPT the day before Thanksgiving is:

Lower Elementary and Upper Elementary 11:30am

Grace period for early release days: 20 minutes

School dismissal on the day before Thanksgiving is:

Lower Elementary and Upper Elementary 12:30pm

Grace period for early release days: 20 minutes

Students who remain on campus longer than the allotted grace period as defined above will automatically be checked into emergency care provided by Khalsa Aftercare and parents will be charged \$10 per half hour for the first two emergencies. Any subsequent emergencies will be charged \$25 per half hour. Parents are strongly encouraged to call the school when they will be running late and their child will need to be sent for emergency care service. Communication allows the appropriate staff to inform the student that they will be going to the afterschool care program.

Khalsa Montessori Elementary School now offers care of its students after school and during vacation days. Khalsa Aftercare automatically provides emergency care for students not picked up within the defined grace period, regardless of when the student's program ends. This includes, but is not limited to; full day dismissal, half day dismissal, and extracurricular programs. Parents are responsible for immediate payment of emergency care costs at the time service is rendered. If there is a past due balance for emergency care, the parent will be notified in writing. If the balance is not paid within 30 days, a meeting will be scheduled with the Khalsa Aftercare Director and, if necessary, KMES administration. Emergency care will not be provided for parents with a past due balance over 30 days **OR** in the event that the program has reached capacity because of registered students. In such an event, the student will be seated in the school office and the parent charged a late-fee of \$25, or more if there are multiple incidences. The school will make an attempt to contact the persons listed on the student's emergency contact sheet. At 4pm, when the office closes for business, AZ Department of Economic Security recommendation for reporting neglect of an unsupervised minor will be followed. Failure to pay outstanding dues to the school may result in, but is not limited to, disallowing enrollment in Khalsa afterschool extra-curricular programs.

Anyone picking up a student who is not listed on the student's Emergency/Immunization Info Card (also known as the Blue Card) will need to be approved through written authorization or a direct phone conversation between the parent/guardian and the office secretary, before the child may leave school grounds. Any changes to the pick-up list needs to be done in writing and submitted to the front office secretary. Khalsa School reserves the right to not release a student until confirmation from a parent/guardian is received and/or identification of the person picking up is provided.

Any individual picking up a student must be prepared to show picture identification.

Student's Full Name: \_\_\_\_\_

I have read and understand the Late Pick-Up Policy for Khalsa Montessori Elementary School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_